

ARG Library and Information Services Policy

The ARG library offers a research collection, reference and other information services to ARG staff and other research personnel in the Alcohol and Other Drug (AOD) field. In order to prevent the loss of ARG library materials and to ensure the proper usage of ARG library facilities and materials, the ARG library must maintain a set of policies and procedures. These rules are meant to ensure that library materials will be available for use by current and future generations of alcohol and drug researchers. Therefore, when ARG library services are utilized, either by ARG staff or by outside researchers, the following policies and procedures must be observed.

Circulation Policy

1. Library materials may be signed out of the ARG library by ARG staff ONLY and the materials must not leave the ARG premises at 6475 Christie Avenue, Suite 400.
2. Reference materials (i.e. those materials with a call number which begins with REF), items which are tagged with red tape, red lines, red dots, or red paperclips, and items located in the REF area of the library DO NOT circulate outside the library. This rule also applies to red reference folders found in the Reference section.
3. Periodicals DO NOT circulate outside the library. "Periodicals" include journals, newsletters, magazines, and all materials located in the "Journals" area of the library, and in the gray metal filing cabinets along the north-facing wall, just to the left inside the main entrance of the library. Current periodicals are located on the rack in the REF area and have red paperclips on the front cover. These should be placed back in the Currents rack when you have finished with them. Please leave any red paperclips attached.
4. Library materials may be photocopied. Non-ARG staff will be billed for any photocopies made, using the photocopy machine directly opposite the main library entrance, at the rate of ten (10) cents per copy.
5. ARG's Publication Archive contains papers and reports written by ARG staff since its foundation in 1959. Some of these materials are considered as "gray" or "fugitive" and are not easily found elsewhere. They are filed in black binders, and are for reference only.
6. Questionnaires and Tests are located in a locked cabinet within the library. See Library Staff for assistance with these items. They are for REFERENCE ONLY.
7. Card catalog cards SHOULD NOT be removed from the catalog drawers.

Signing Out and Returning Library Materials

1. Books, articles, government documents, and all library materials located in the “Books” and “Pam” sections of the library may be signed out by ARG staff only. These materials may be signed out for a three (3) month period, with renewal privileges of up to 1 year maximum.
2. ARG staff may borrow no more than 15 books at one time from the ARG library. When signing out library materials, a sign-out card must be filled in completely and must be placed in the sign-out box on top of the small gray bookshelf located near the entrance to the library. Blank sign-out cards can be found in the same sign-out box. Sign-out cards should be filed in the sign-out box according to the author’s last name.
3. When returning items to the library, the card should be removed from the sign-out box and placed with the item in the return basket.
4. Sign-out cards must contain:
 - a. Call number, author, and title of the material being signed out
 - b. The date the material is signed out
 - c. The room number at ARG where the material will be kept
 - d. The name of person signing out the material
 - e. The name of the scientist (if you are a non-scientist) sponsoring ARG library usage. Non-scientists must have a scientist sponsor(s) in order to check materials out of the library. Each staff member is responsible for paying late and replacement fees for materials they have checked out. However, should the staff member not pay such fees, scientists sponsoring non-scientists’ library use privileges will be held financially responsible for fees for items signed out by their staff.
 - f. New library-users and all non-scientists are required to attend a Library training session before they are eligible to obtain sponsorship for library usage.
5. Patrons have two weeks from notification to return overdue items to the library. After this period, fines will be levied at fifty (50) cents per day per item. Special considerations regarding late fees for ARG staff on vacation, at conferences, etc. who are unable to respond to ARG library late material notification will be made on a case by case basis. Notification of total amounts of fines currently outstanding for each individual will be provided to that individual (as well as to the sponsoring scientist, if applicable) on a monthly basis. Replacement charges, plus handling fees, will be charged on lost materials or materials not returned to the library after notification. These monies will be used to replace missing library materials.
6. Materials signed out for more than three months must be renewed. For each item to be renewed, the library patron must come to the ARG library in-person and re-date the sign-out card in the sign-out card box.
7. Before leaving employment at ARG, all library materials must be returned. Staff members must provide all materials checked out to the Manager of Administrative Services at the time of the exit process (postdoctorate fellows will provide all checked out materials to the Administrator of the Training Grant).

Library Hours and Access

1. The ARG library is open to ARG staff Monday through Friday from 9:00 AM to 5:30 PM. The ARG library is open to the general public by appointment only. The ARG library will be closed on all ARG holidays.
2. Use of the ARG library by staff during off-hours is discouraged. However, it is recognized that during certain periods (e.g., before a grant is to be submitted, staff may need to work late or on weekends), off-hours library access by staff may be needed. The following rules for off-hours access must be followed.
 - a. The ARG library is not to be accessed by anyone during off-hours, except by those pre-authorized by the Manager of Administrative Services (i.e. Debbie Gill) or, if unavailable, the Center Director. Authorization may take the form of verbal consent or consent through electronic mail from the appropriate party or parties.
 - b. Authorization for use of the ARG library by scientists during off-hours does not automatically extend to their associated research staff. Each non-scientist staff member requesting off-hours library access must individually obtain pre-authorization from both their scientist sponsor and from the Manager of Administrative Services.
 - c. Upon obtaining appropriate off-hours library access pre-authorization, it is the responsibility of the individual requesting access to obtain a library key. ARG library keys will be kept by the Center Director and the Manager of Administrative Services. Once the authorization period allowing an individual off-hours usage of ARG library facilities expires, the individual must return library keys promptly to the person from whom the keys were borrowed. Library keys may not be duplicated.
 - d. Individuals authorized to use the ARG library during off-hours should not leave library doors open or unattended at any time. It is the sponsoring scientist responsibility to ensure that their research staff properly understand and follow ARG library security measures and sign-out procedures during any authorized use of ARG library facilities during off-hours.
 - e. Individuals pre-authorized to use ARG library facilities during off-hours may not extend such privileges to individuals who have not obtained pre-authorization for off-hours ARG library use.